

GARNISHMENTS

As provided by state and federal law, the City of Keene is required to make deductions from your pay should a wage garnishment be ordered against you by a court.

DIRECT DEPOSIT

You may have your pay deposited directly to the financial institution(s) of your choice, provided that the institution accepts the automatic routing process. Pay vouchers are not pre-dated and are not released in advance. If you use direct deposit, you will not be able to access your vacation pay in advance.

OVERTIME

An employee whose position is classified as exempt, as defined in the federal Fair Labor Standards Act, is not eligible for overtime.

If your position is classified as non-exempt and you are required to work in excess of your normal workweek, you are entitled to straight-time pay for hours worked up to forty (40) in a week and at one and one half (1½) times your regular hourly rate for hours worked over forty (40). All overtime must be authorized in advance by the department head or his/her designee.

From time to time, there may be exceptions to this policy; i.e., if you are eligible for and choose compensatory time in lieu of overtime (see *Compensatory Time* in this section) or if other terms were agreed upon at the time you were hired.

COMPENSATORY TIME

If your position is classified as non-exempt by the federal Fair Labor Standards Act, you are not exempted from being eligible for overtime. If you are required to work in excess of your normal workweek, you are entitled to straight-time pay for hours worked up to forty (40) in a week and at time and one half (1½) for hours worked over forty (40). All overtime must be authorized in advance by the department head or his/her designee. In lieu of overtime, you may choose to accumulate, with your department head's approval, Compensatory Time to a maximum of five

(5) days. Any "Comp" Time accrued over five (5) days must be scheduled and taken within thirty (30) calendar days of its being earned, or it will be paid to you as overtime pay.



Police vehicles are equipped with a mobile communications system necessary for day-to-day public safety operations and critical for all emergency operations.

If your position is classified as exempt, you are not eligible for overtime. The City allows you to accumulate, however, Compensatory Time on a straight-time basis for eligible hours worked outside the regular business hours and standard workweek when on a non call-in status. Eligible hours are those you are required to work in excess of forty-four (44) hours in any workweek. You may accumulate compensatory time to a maximum of five (5) days. Any Comp Time accumulated over five (5) days must be scheduled and taken within thirty (30) calendar days of its being accumulated, or it will be lost. Procedures and guidelines authorized by the City Manager are outlined in Administrative Directive 4.06, *Salaried Staff Call-In Compensatory Time*, including advance scheduling and approval.

Compensatory Leave for call-in time also is addressed in Administrative Directive 4.06, *Salaried Staff Call-In Compensatory Time*.

Department heads may accumulate and use Comp Time only in accordance with the procedures and guidelines authorized by the City Manager in Administrative Directive 4.01, *Senior Staff Time*.

When you request the use of accrued compensatory time, the request will be honored within a reasonable period of time without unduly disrupting the operation of the department.

From time to time, there may be exceptions to this policy; i.e., if other terms were agreed upon at the time you were hired.

Upon an employee's death, accumulated Compensatory Leave will be paid to the employee's recorded life insurance beneficiary.